

Quick Guide - DBS Applications

Governors: School governors do not require a Children's Barred List check as part of their DBS application. While they should still undergo an Enhanced Child Workforce DBS check, they are not eligible for a Children's Barred List because their role does not involve regulated activity with children unless they take on additional responsibilities that meet the below criteria.

Understanding regulated activity: Regulated activity with children includes:

- Unsupervised teaching, training, or caring for children on a frequent basis.
- Providing personal care to children (e.g. washing, dressing, or toileting).
- Working in specified places, such as schools, where the role involves regular contact with children.

Adult's Barred List Checks for Special Schools: To be eligible for an adult's barred list check the role must involve regulated activity with adults (over 18), as defined under the Safeguarding Vulnerable Groups Act 2006. This includes activities such as:

- Healthcare: health care professionals or are acting under the direction or supervision of one, for example doctors, nurses, healthcare assistants and physiotherapists.
- Personal care: assistance with washing and dressing, eating, drinking and toileting or teaching someone to do one of those tasks.
- Social work: provision of social work which is required in connection with any health services or social services.
- Assistance with a person's cash, bills or shopping because of their age, illness or disability.
- Assistance with the conduct of an adult's own affairs, for example, lasting or enduring powers of attorney, or deputies appointed under the Mental Health Act.
- Conveying: conveying adults for reasons of age, illness or disability to, from or between places where they receive healthcare, personal care or social work.

Staff members carrying out the following activities with adults (over 18) will be eligible for an Enhanced Adult Workforce DBS Check without a Barred List check:

- Providing any form of teaching, training, instruction, assistance, advice or guidance on their emotional or physical well-being.

Ensuring accurate DBS applications: To avoid withdrawals of DBS applications, it is essential that applicants:

- Declare all previous names they have used or been known by.
- Provide their full and accurate address history for the required time period.

DBS application tracking: We understand that schools may wish to check on the progress of DBS applications. However, please note that we cannot chase applications unless they have been at the "Records Held by the Police" stage for over 60 days. If an application has been at this stage for longer, please get in touch for further guidance.

Refresher training on the Employment Check System: For a refresher on how to navigate and manage DBS applications through the Employment Check system, please refer to the training videos. These [videos](#) provide step-by-step guidance to ensure compliance and efficiency in processing checks.